

Procedural Checklist

Filing by Mail

1. ☐ Complete the forms as indicated in the procedural checklist in your packet.
2. ☐ Contact the Court Self-Help Center, (262) 548-7524, if you have any questions or need procedural assistance.

Note: Your forms cannot be reviewed for completeness if you are filing by mail.

3. ☐ Mail your completed forms and all other information to:

Waukesha County Family Court Division, Room C-112
515 W. Moreland Blvd.
Waukesha, WI 53188

Be sure to include the following items:

- The original **Forms** you completed and at least **3** copies. (4 if the State is a party)
 - A check made payable to the Clerk of Courts to cover any applicable filing fees (see the instructional packet of your forms for fees).
 - A phone number where you can be reached between the hours of 8:00 a.m.-4:30 p.m.
 - A self-addressed, stamped envelope so that your signed original and copies can be mailed back to you.
4. ☐ Once your forms and fees are received, a Calendar Clerk will assign you a court date and obtain a court official's signature. She will keep a copy for the court file and return two copies (3 if the State is a party) and the original to you in the envelope that you have provided.
 5. ☐ Follow the remainder of the instructions that came with your packet.

Requests to Appear by Phone:

If you are requesting to appear at the hearing by phone, you must put your request to the court in writing and send a copy of the request to the other party. Be sure to follow-up with the court by calling (262) 548-7544 to verify that the court official has in fact given you permission to appear by phone and to make arrangements to do so.